

## APPLICATION FOR ADMINISTRATIVE SITE PLAN REVIEW (COMMERCIAL/INDUSTRIAL)

### GENERAL INFORMATION

The following items must be submitted to the Zoning Hearings Section for review of proposed commercial and industrial developments:

- 5 copies of application (attached)
- 5 sets of plans (site, landscaping, floor plans, elevation)
- 1 set of plans not to exceed 8½" x 11" in size
- 5 copies of legal description
- Fee (See fee schedule attached)

The Site Plan must contain a complete legend (Ask for the standardized legend for your type of development at the Zoning Hearings Counter). Landscape plans must be accompanied by a Landscape Legend and a signed Certificate of Compliance (See Attached).

The plan will be reviewed by the Department of Planning and Zoning, Public Works Department and by DERM for compliance with zoning regulations and for compliance with site plan review criteria. Additionally, the Parks and Recreation Department, Dept. of Transportation Administration, Fire Dept. and Dept. of Solid Waste will be conducting a concurrency evaluation of your project. Applicants will be notified of required revisions or corrections to the plan within 15 days from the date of submission. Revised plans, once received, will again be reviewed by all departments, and if approved will proceed to the Zoning Evaluation Unit for final review, resulting in written approval or denial of the plan.

An appointment is required to submit the application when your site plan review application is complete and ready to submit. Please call the Zoning Hearings Section at **(305) 375-2640** and schedule an appointment to submit the ASPR application.

APPLICATION FOR ADMINISTRATIVE SITE PLAN REVIEW  
(Commercial/Industrial)

FOLIO NUMBER \_\_\_\_\_

S \_\_\_\_\_ T \_\_\_\_\_ R \_\_\_\_\_

Stamped Received

CONTACT PERSON NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

PROPERTY OWNER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME OF PLAN \_\_\_\_\_

NO. OF SHEETS \_\_\_\_\_

PREPARED BY \_\_\_\_\_

DATE OF PLAN \_\_\_\_\_

REVIEW FEE \_\_\_\_\_

TYPE OF DEVELOPMENT:    OFFICE \_\_\_\_\_ COMMERCIAL \_\_\_\_\_  
   INDUSTRIAL \_\_\_\_\_ OTHER \_\_\_\_\_

SIZE OF PROPERTY: \_\_\_\_\_

ZONING ON PROPERTY: \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADDRESS OR LOCATION OF PROPERTY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SURVEY NAME AND DATE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FEE SCHEDULE  
ADMINISTRATIVE SITE PLAN REVIEW FOR  
COMMERCIAL AND INDUSTRIAL PROJECTS

|          |  |         |
|----------|--|---------|
| Z707     | Basic Fee  | \$1,710 |
| Z708     | Size of Property<br>(\$684.00 per 10 acres or portion thereof)       | _____   |
| Z709     | Size of Buildings<br>(\$228.00 per 5,000 sq. ft. or portion thereof) | _____   |
| Z109     | DERM   | \$250   |
| Subtotal |  | _____   |
| CN02     | 6% Concurrency Fee   | _____   |
|          | 8% Surcharge   | _____   |
| Total \$ |  | _____   |

|            |                |                          |
|------------|----------------|--------------------------|
| Revisions: |                |                          |
|            | First revision | no charge                |
| Z711       | Thereafter     | \$684 (per revised plan) |

NOTE: The 8% surcharge is added to all fees except DERM and Concurrency and will be in effect from 10/1/03 through 9/30/06.